



United States Department of the Interior
BUREAU OF LAND MANAGEMENT
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Instruction Memorandum No. WY-2008-010
Expires: 09/30/2008

To: Field Managers and Deputy State Directors
Attn: Purchasing Agents and Zone Engineers

From: State Director, Wyoming

Subject: Review Procedures for Construction and Service Contracts under \$25,000

Program Areas: Engineering, Resource Management, Contracting

Purpose: The purpose of this Instruction Memorandum (IM) is to clarify policy and provide additional guidance for the review process for construction and service contracts under \$25,000. Zoned Engineers (District Engineers) are delegated the authority to review all contract drawings and maps for contracts under \$25,000. The Zoned Engineers are required to work directly with the State Office Cartographers who will finalize the drawings and maps for inclusion in the Contract Document.

Policy/Action:

1. **Contracts under \$25,000:** The four Zone Engineers (3 District Engineers when the 3-tier is instituted) will be responsible for the final review of all the construction and service contracts. The procedures for the review are as follows:
 - a. **Contract Specifications:** The Zone Engineers will review and approve all specifications or statements of work prior to attaching the documents to the purchase requisition for the contract.
 - b. **Drawings and Maps:** The drawings and maps will be sent by the Zone Engineers (District Engineers) to the State Office Cartographers for review and preparation. The drawings will be sent as Autocad drawings in PDF format, GIS drawings in black and white, a list of standard drawings and standard Work Location, standard Project Location or GIS Project Location maps for inclusion in the contract. The Cartographers will review and finalize the maps and drawings for the contract. The Cartographers will communicate with the field if any clarification is necessary. The final maps and drawings will be sent back to the Zoned Engineers (District Engineers) for attachment to the purchase requisition.

2. **Contracts over \$25,000:** The State Engineer will be responsible for the review and preparation for these contracts, specifications, drawings and maps. The procedures for the review will be the same as in the past. The State Engineer will follow the same procedures outlined for the Zone Engineers (District Engineers) as stated above.

Timeframe: Effective immediately.

Budget Impact: There is no significant effect on the budget.

Background: Presently the State Engineer reviews all contracts for technical content and the State office Cartographers review and standardize the maps and drawings. The drawings are catalogued and numbered to keep an inventory and prevent numerous versions of the same drawing from being circulated for contracts. This process allows one point of preparation and communication prior to attaching these documents to the contract Purchase Requisition.

Manual or Handbook Sections Affected: No manual or handbook sections are affected.

Coordination: The State Office Engineering, Procurement, and Cartographic personnel and field office counterparts will coordinate the work to prepare appropriate contract documents for procurement.

Contact: Jim Honn, State Engineer, 307/775-6233, Terri Mitchell, Cartographer, 307/775-6306 and Doug Morrow, Cartographer, 307/775-6191.

Signed by:
Robert A. Bennett
State Director

Authenticated by:
J. Camargo, Secretary
State Director's Office